



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>All PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>INSPECTOR – 4 POSITIONS</b>
3	<b>Posting Number</b>	<b>PN# 110833</b>
4	<b>Department</b>	<b>HOUSING and COMMUNITY DEVELOPMENT</b>
5	<b>Division</b>	<b>HOUSING PROGRAMS &amp; INSPECTION SERVICES</b>
6	<b>Section</b>	<b>INSPECTION SERVICES</b>
7	<b>Reporting Location</b>	<b>601 SAWYER, 4<sup>TH</sup> FLOOR</b>
8	<b>Workdays &amp; Hours</b>	<b>MONDAY-FRIDAY, 8:00 am-5:00 pm*</b>
		<b>*Subject to change</b>

9     **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Conduct inspections of residential properties in order to ensure compliance with code and other property improvement needs and to review determinations as to the feasibility of single-family home repairs.
- Review work write-ups and cost estimates for single-family home repairs.
- Conduct pre-construction conferences with agencies, contractors and owners to monitor their respective responsibilities under the contract.
- Conduct progress, stage payment and final inspections. Compile field-monitoring reports for all inspection visits.
- Monitor the process when changes in the scope of work are required.
- Participate in and attend various meetings.
- Prepare and submit various technical reports.

10    **WORKING CONDITIONS**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

11    **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma/GED, and up to 18 months of education or training in the area of inspection to be performed.

12    **MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of journey level experience related to the area of inspection to be performed are required.

13    **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14    **PREFERENCES**

None

15    **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16    **SAFETY IMPACT POSITION**

☒ Yes     ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17    **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 18**

\$1,042 - \$1,480 Biweekly                      \$27,196 – \$38,480 Annually

18    **OPENING DATE**

May 31, 2006

19    **CLOSING DATE**

Open Until Filled

20    **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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